

# Equal Employment Opportunity Procedure

## GENERAL MANAGER PROCEDURE

### PROCEDURE STATEMENT

The Equal Employment Opportunity (EEO) Procedure provides for the development of programs to ensure equal employment opportunity.

The EEO Procedure applies to all staff, as all staff are obliged to follow non-discriminatory practices in the workplace

### RELATED LEGISLATION, CIRCULARS OR GUIDELINES

Equal Employment Opportunity Procedure  
Local Government Act 1993 No. 30 and Regulation  
Local Government (State) Award  
Privacy and Personal Information Act 1998 (NSW)  
Health Records and Information Privacy Act 2002  
Government Information (Public Access) Act 2009  
State Records Act 1998  
State Records Regulation 2010  
State Records - Retention and Disposal Authority – Local Government Records (GA39)  
Code of Conduct  
Statement of Ethics  
Council Recruitment and Selection Policy and  
Any other legislation that may apply

Related Documents:

Access to Personal File Form  
Grievance Policy and Procedure  
Disciplinary Policy and Procedure  
Workplace Health and Safety Management System  
Recruitment Policy and Procedure  
NSW Anti-Discrimination Act 1977  
Local Government Act 1993

### DOES THIS DOCUMENT REPLACE AN EXISTING POLICY, PROCEDURE OR PLAN?

Yes – EEO Policy/Procedures 1993



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## PROCEDURE

To ensure the Equal Employment Opportunity (EEO) Policy is implemented throughout Council, Management is to develop and review the EEO Management Plan on an annual basis.

### The Council's EEO Management Plan will address the following functions:

1. Acknowledge legal obligations under the NSW Anti-Discrimination Act 1977 and the Local Government Act 1993.
2. Provide within the Delivery Plan staff training designed to improve employment opportunities within the organisation and enhance employee's understanding of the need for an Equal Employment Opportunity program.
3. Fulfil its social responsibilities towards its employees and the community in which it operates.
4. The overall responsibility for monitoring the effectiveness of this policy and for implementing an ongoing program of action to make the policy fully operative is vested with the General Manager.
5. All employees have individual responsibilities in the practical application of this policy. Specific responsibilities fall upon Managers, Coordinators and employees involved in recruitment, administration and training.
6. Periodically review staff selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merit and abilities that are appropriate to the job.
7. Encourage active participation of all employees in the equal opportunity planning and implementation process.
8. Seek to give all employees equal opportunity and encouragement to progress within the organisation.
9. Distribute and publicise the Policy Statement through the organisation.

In keeping with this Procedure, Council will implement and monitor an EEO Management Plan which will contain positive steps to identify and eliminate discriminatory practices.

### The plan will include:

1. The identification of policies and programs which will achieve the objectives of the EEO policy.
2. Strategies for communicating Council's policies and programs to staff.
3. Undertaking an EEO survey, collecting and recording statistical or other information that may be needed to develop EEO programs and monitor their effectiveness.
4. A review of Organisational Development policies and practices to identify any discriminatory practices.



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5. Setting goals and targets to measure the success of the plan in achieving the objectives of the EEO policy.
6. Determining means to evaluate policies and programs developed under the EEO Policy.
7. Regular review and update of the EEO Management Plan.

## Implementation:

1. Council's EEO Policy will be available to staff.
2. Baseline information will be collected on EEO groups.
3. EEO awareness training will be incorporated into management and supervision training. EEO will be included in the Induction Program for new staff and existing staff will be informed of their rights and obligations in respect of EEO.
4. Council will take steps to ensure application of EEO principles by all workplace panels.
5. Staff participating in staff selection panels will be provided with training on EEO principles and requirements and recruitment and selection techniques.
6. The EEO Policy and Management Plan will be reviewed annually and revised strategies and goals will be set where necessary.

## KEY RESPONSIBILITIES

Position	Responsibility
General Manager	<p>To lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and Guidelines.</p> <p>To approve resources to develop, implement and review this Policy and Guidelines.</p> <p>To exercise discretion to vary the policy and procedures as thought appropriate.</p> <p>Implement the Council's Equal Employment Opportunity Management Plan;</p> <p>Ensure all staff comply with Council's EEO Policy and with legal obligations under relevant legislation;</p> <p>Ensure that management audits of the EEO program are undertaken on a regular basis.</p>
Deputy General Managers	To communicate, implement and comply with this Policy and related Guidelines.



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Position	Responsibility
	<p>Allocate funds for EEO training activities;</p> <p>Ensure the EEO Policy and plan are implemented within their Division;</p> <p>Ensure that all staff with supervisory responsibilities are aware of staff's rights and obligations under Council's EEO Policy, and under legislation.</p>
<p>Manager Organisational Development</p>	<p>Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.</p>
<p>EEO Co-Coordinator (a staff member of Organisational Development)</p>	<p>Develop and review EEO policies and programs including guidelines and best practice standards</p> <p>Consult with Management about the EEO policy and program and review its implementation</p> <p>Work with management, employee representatives and staff to develop and implement the EEO policy including guidelines and best practice standards</p> <p>Research EEO matters and keep the General Manager and Management informed of developments</p> <p>Provide statistical data and other human resource information to allow Council to develop and monitor its EEO program</p> <p>Integrate the EEO policy and practices into human resource management practices and Council programs</p> <p>Advise on grievance handling procedures</p> <p>Review Organisational Development policies and procedures</p> <p>Ensure that the position descriptions of all staff with management or supervisory responsibilities reflect their EEO responsibilities and accountabilities.</p>
<p>Organisational Development</p>	<p>In consultation with the EEO Co-Coordinator, program EEO awareness training and other training for EEO groups.</p>
<p>Group Managers, Managers and Coordinators</p>	<p>To implement this Policy, Guidelines and related procedures.</p> <p>To lead staff in their understanding of, and compliance with, this Policy</p>



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Position	Responsibility
	and Guidelines
Employees	To ensure that they comply with the requirements of the policy and procedures.
Information Technology Manager	To assist with the development of systems to support staff access to this Policy, Guidelines and related information. To ensure IT requirements are available to facilitate compliance with the Act.
All Council officials	To comply with this Policy, Guidelines and related procedures.  Are responsible for upholding EEO principles outlined in this policy, however, specific responsibility lies with the Deputy General Managers, Managers and Coordinators to prevent discrimination and promote equal opportunity in the workplace;  Have the right to seek advice from the Anti-Discrimination Board.

## APPLICATION AND DISTRIBUTION

**It is mandatory for all Council officials to comply with this Procedure.**

This procedure and guidelines are available on Council's intranet under Policies.

### APPROVED BY:



Ann Prendergast, General Manager

**EFFECTIVE:**  
1 April 2016

**REVIEW DATE:**  
January 2019

**DISTRIBUTION:** All Managers and Intranet

**RESPONSIBLE COUNCIL DIVISION/OFFICER:**  
Operations, Finance and Risk / Manager Organisational Development

